

FMS DELIVERY AND SHIPPING INSTRUCTIONS

Material is to be delivered FOB at or near contractor's plant in the manner specified below. Use of Agency Official Indicia mail by contractors is not authorized. Quantities will not be divided into mailable lots for the express purpose of avoiding movement by other modes of transportation.

Consignment instructions provided herein are subject to change. In order to obtain the most current "Ship To" and "Mark For" information, the contractor is required to contact the cognizant Contract Administration Office (CAO) Transportation Section ten days prior to shipment.

MATERIAL/TRANSPORTATION DATA:

If shipment is less than 70 lbs., ship United Parcel Services (UPS) within the Continental United States (CONUS); fees paid by the contractor. Any estimated costs of shipment shall be included by the contractor in his quoted price for costs of shipment shall be included by the contractor in his quoted price for material, and will not otherwise be reimbursed by the government.

If shipment is greater than 70 lbs., ship to the Freight Forwarder on a collect commercial Bill of Lading. International FMS Parcel Post (PP) shipments destined for the Government of Canada will be made via "Certificate of Mailing" using United States Postal Service (USPS) Form 3817, 3877 or 3877A.

If an X appears in the following parentheses (), ship on a government Bill of Lading. GBL's can be obtained by completing and submitting DD Form 1659, "Application for United States Government Bill of Lading/Export Traffic Release."
Transportation Account Code (TAC) () applies.

SPECIAL MARKINGS

For record accounting identification purposes, the Document Number and Supplementary Address which appear in Section B must be referenced in all Contracts, Invoices, Shipping, Inspection, and Financial Documents.

DISTRIBUTION OF MATERIAL INSPECTION AND RECEIVING REPORTS
(DD250) AND BILLS OF LADING

- (1) Attach four (4) copies of DD250 in waterproof envelope outside of shipping container
- (2) Forward two (2) copies of DD250 annotated by carrier as proof of shipment to NAVICP-PHIL, 700 Robbins Avenue, Philadelphia, PA 19111, Code 75323, at the time of shipment.
- (3) Forward eight (8) copies to designated Freight Forwarder.
- (4) Where NAVICP-PHIL is the status control activity, forward two (2) copies of DD250 to the attention of NAVICP-PHIL Code 0142. Where the status control activity is other than NAVICP-PHIL, forward one (1) copy of the DD250 to NAVICP-PHIL Code 0142 and one (1) copy to the status control activity.
- (5) Forward one (1) copy of DD250 to
NAVICP-PHIL Code 037 () .

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